



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

REPLY TO
ATTENTION OF

S: 10 July 2003

AMCSB (715)

30 June 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Organizational Placement and Reporting for Offices of Small and Disadvantaged Business Utilization (SADBU)

1. As the Small Business Program continues to experience an expansion in mission and statutory requirements, along with an increased public and political focus, we must maintain the small business structure at the appropriate organizational level. Therefore, I am directing the continuation of our policy on Organizational Placement of AMC subordinate activity SADBU offices.
2. All AMC Major Subordinate Commands must have a full time SADBU with appropriate staff and budget to accomplish their mission. The same applies to any AMC buying location with total annual purchases with U.S. business concerns that exceed \$100 million per year. Throughout AMC, I expect the Chief of the Small Business Office to work directly for the Commander with no barriers to direct access. In other words, when the SADBU needs to discuss issues with the Commander, he/she will not have to go through anyone else to pre-brief, attain approval, etc. The SADBU will be rated and senior rated by the Commander with no exceptions.
3. At buying locations where the total annual purchases with U.S. business concerns do not exceed \$100 million per year, you have the option of appointing a full-time or part-time SADBU. If a part-time SADBU is appointed, he/she should be the chief of the contracting office. In either instance, the SADBU shall have direct access to the Commander for small business matters and be rated and senior rated by the Commander.
4. In the event that areas under your command do not comply with my direction, indicate in your response the necessary actions being taken to comply. Please send your written confirmation of compliance directly to me by 10 July 2003.

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5. I am committed to the success of the Small Business Program and the benefits it provides to our soldiers and our country. We must pursue a greater level of understanding, accountability and senior management involvement to ensure we are doing all we can to support and enhance this very important program. I expect your full participation and support.



PAUL J. KERN
General, USA
Commanding

DISTRIBUTION:

Major General John C. Doesburg, Commander, U.S. Army Soldier and Biological Chemical Command, 5183 Blackhawk Road, Aberdeen Proving Ground, MD 21010-5424

Major General Larry J. Dodgen, Commander, U.S. Army Aviation and Missile Command, Redstone Arsenal, AL 35898-5000

Major General William H. Russ, Commander, U.S. Army Communications-Electronics Command, Fort Monmouth, NJ 07703-5000

Major General Wade H. McManus, Jr., Commander, U.S. Army Joint Munitions Command (Provisional), 1 Rock Island Arsenal, Rock Island, IL 61299-6000

Major General N. Ross Thompson III, Commander, U.S. Army Tank-automotive and Armaments Command, Warren, MI 48397-5000

Mr. John Miller, Acting Director, U.S. Army Research Laboratory, Adelphi, MD 20783-1197